St. Joseph's Healthcare Hamilton FOUNDATION

Unstoppable Impact

Position Title:	Development Officer, Major Gifts
Reports to:	Director, Development
Direct Reports:	0
Position Type:	Full-time, Continuing
Position Status:	Vacancy
Posting Date:	October 5, 2026
Closing Date:	November 6, 2026
Salary:	Hiring range of $60,000 - $70,000 annually
Workplace Location:	St. Joseph's Healthcare Foundation 224 James Street South, Hamilton, ON L8P 3A9 Hybrid Work Model – 3 days on site required

About St. Joseph's Healthcare Foundation:
We're dedicated to raising funds to support the highest priority needs of St. Joseph's Healthcare Hamilton – an academic health sciences centre committed to exceptional patient care, innovative health research and the education of healthcare professionals. St. Joseph's Healthcare Foundation is accredited through Imagine Canada's Standards Program for its excellence in fundraising, financial accountability and transparency, governance, volunteer involvement and staff management.

We work with grateful patients, individuals, corporations and foundations, healthcare professionals and research teams at the Hospital to raise funds to help purchase essential equipment, pursue novel health research, renovate patient care areas, and support the future of healthcare. We're also big believers in creating a culture that supports a healthy work-life balance, encourages collaboration and teamwork, and fosters personal and professional growth.

St. Joseph's Healthcare Foundation Hamilton is looking for a Development Officer, Major Gifts to join our team of dedicated, caring and mission-focused professionals.

Core Function: The Development Officer plays an integral role in supporting and contributing to the efforts of the Foundation's Major Gifts team and will be responsible for advancing the mission of St. Joseph's Healthcare Foundation by fostering strong relationships with friends and donors as well as generating philanthropic support from individuals, corporations, and foundations. The Development Officer, Major Gifts is responsible for generating fundraising revenue, identifying potential sources of funding, developing, and executing cultivation and solicitation strategies and driving the acquisition of Major Gifts in the $10,000 - $100,000 range.

Why Work with Us?
St. Joseph's Healthcare Foundation offers a competitive total rewards package including but not limited to:

- An industry-benchmarked salary administration policy and an annual merit-based pay structure*
- Comprehensive benefits package, including extended personal and family health and dental plan coverage, parental leave top-up, access to an annual healthcare spending account, and enrolment in the Hospital's defined benefit pension plan (HOOPP)
- Flexible work arrangements including hybrid work (3 days in office, 2 days from home)
- Paid vacation starting at 3 weeks, 1 annual floating holiday, and your birthday off
- Early Fridays for the months of July and August
- Access to the St. Joseph's Healthcare Hamilton Wellness offerings, Employee Discount program, and Employee and Family Assistance Programs

- Commitment to Professional Development including an annual budget for each employee
- Discounted on-site parking

**Subject to annual budget approval by the Foundation's Board of Directors*

Key Accountabilities:

The Development Officer, Major Gifts is responsible primarily for (but not limited to):

- Assisting in the development of cultivation, solicitation, and stewardship strategies for major gifts. This will involve researching, writing, and preparing fundraising materials including cases for support, proposals, briefing notes, reports, and other correspondence.
- Working closely with the Major Gift team to identify, cultivate, solicit, and steward prospective donors with the capacity to make a major gift ($10,000+).
- Proactively uses prospect identification, research, and qualification processes to generate prospects and implement strategies to drive giving.
- Working closely with other areas of the Foundation (i.e. Director, Special Events and the Vice-President, Communications & Community Engagement) to develop donor relations plans and to maximize leadership gift opportunities.
- Assisting in other duties as required in furthering the goals of the Major Gifts team and the Foundation.

Skills Required:

- University degree or college diploma.
- A minimum of 3 years of fundraising experience, preferably in a healthcare environment.
- Healthcare philanthropy experience is an asset.
- Excellent writing, research, communications & presentation skills.
- Strong knowledge of Raiser's Edge or similar fundraising software.
- Strategic thinking, attention to detail and strong program management skills.
- Ability to work as a team player.

Application Procedure

If this role interests you, please apply via Workday using the following link: https://stjoes.wd10.myworkdayjobs.com/en-US/STJOESHAM/job/Development-Officer--Major-Gifts_JR02371. Please submit your cover letter and resume by November 6, 2026.

Our Commitment to Equity, Diversity, and Inclusion: St. Joseph's Healthcare Foundation is an equal opportunity employer committed to equity, diversity, and inclusion. We aim to reduce barriers and support accessibility and as such, we will accommodate any needs set out under the Canadian Charter of Rights and Freedom, Accessibility for Ontarians with Disabilities Act, and the Ontario Human Rights Code.

Thank you for your interest in working with St. Joseph's Healthcare Foundation; only those selected for an interview will be contacted. We currently do not use artificial intelligence during our candidate screening, selection or interview processes.